Creating a User Account

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As an applicant, the first step in the application process is to create a user account. You will be required to create a username and password. This will allow you to access and manage your application throughout the course of the year.

Iowa STEM Application System

Create your account

*required field

Email address*
[Email]

Password*
[Password]

Confirm Password*
[Confirm Password]

First Name*
[First Name]

Last Name*
[Last Name]

Create Account

Already have an account?

Sign In

STEP #1 Enter your email address, create a password, enter your first and last name.

STEP #2 Click on "Create Account"

STEP #3 An email will be sent to you indicating your account has been created

STEP #4 Click on the link within the email to activate your account. Your User Account has been COMPLETED and ACTIVATED.

Iowa STEM Application System

Sign in to your account

Email address (required)
[Email]

Password (required)
[Password]

Forgot password?

Sign In

Don't have an account?

Create a new account

STEP #5 You may now go back to the sign in page.

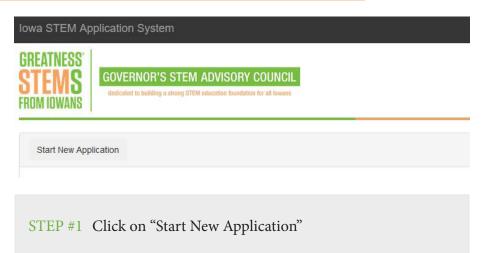**STEP #6** Enter your email address and password. Click "Sign In" to access the application portal.

NOTE: If you forget your password, click "Forgot password?" and an email will be sent to you to reset the password.

Starting an Application

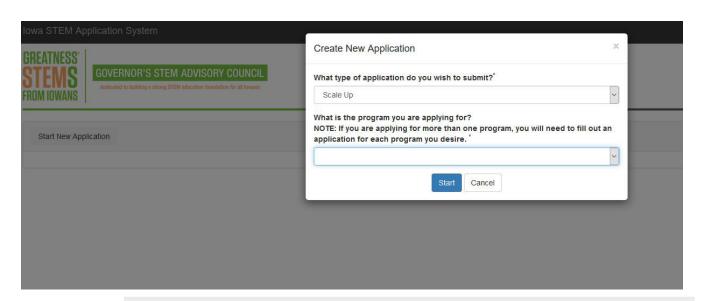**STEP #1** Click on "Start New Application"

STEP #2 In the pop-up screen select **"Scale up"** in the first drop down.

STEP #3 In the second drop down select the Scale Up program you are applying for.
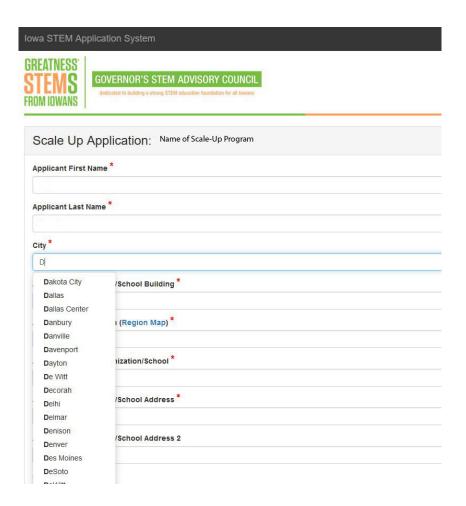
STEP #4 Click "Start"

Completing the Application

STEP #1 Complete your answer by typing in the information in the box below the question.

Iowa STEM Application System

Scale Up Application: Name of Scale-Up Program

Applicant First Name *

Applicant Last Name *

City *

D|

- Dakota City
- Dallas
- Dallas Center
- Danbury
- Danville
- Davenport
- Dayton
- De Witt
- Decorah
- Delhi
- Delmar
- Denison
- Denver
- Des Moines
- DeSoto

/School Building *

(Region Map) *

nization/School *

/School Address *

/School Address 2

STEP #2 City - When you type the first letter of the City in which you live, a dropdown box will appear for you to select the appropriate City.

STEP #3 A list of organizations will automatically populate. If your organization is not listed, you may type in the name of your organization. If you select an organization that is in the system, upon selection the questions below will be self-populated. If your organization is not in the system already, you will need to complete the questions as outlined.

Identifying Educators

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STEP #1 — List all educators that will participate in the program and the training. If you, as the applicant, are one of the educators, you will need to list your name as well.

Educator 1 Information

First Name *

Last Name *

E-mail *

Position Title *

Grade Level *
☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8   Expand Options

[Add Educator] [Add Placeholder]

Who are your intended participants? (check all that apply) *
☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8   Expand Options

What is a "Placeholder" — In certain circumstances, an educator may be unknown at the time you submit the application due to current vacancy, upcoming retirement, or a new position. In these scenarios, you may identify an extra educator by clicking on the placeholder button. If your organization is selected for a scale-up award, the placeholder educator will need to be identified prior to June 1. Prior to June provide your regional STEM manager with the educaotrs first and last name and email address. Whenever possible, always enter a name.

STEP #2 — Click "Add Educator" to enter the next educator. All educators participating in the scale-up program need to be identified in the application.
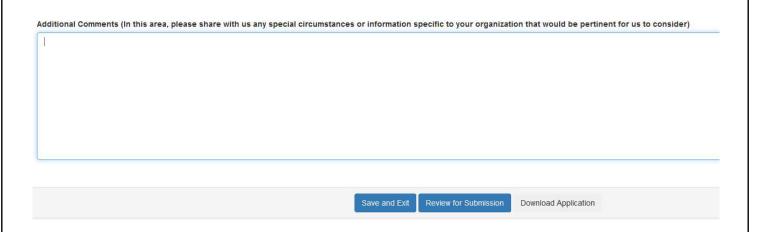
Save and Exit   or   Review for Submission

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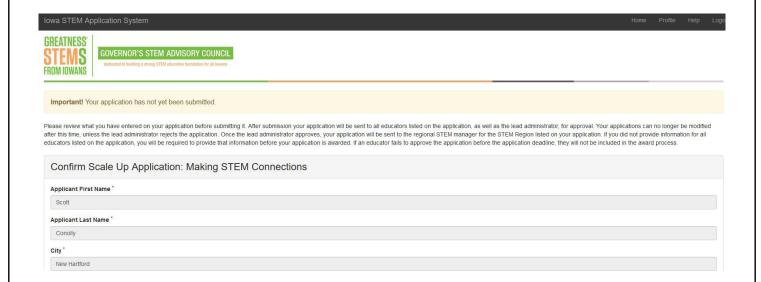
Save and Exit — The **Save and Exit** button allows you to come back later if you are not able to complete the application.

Additional Comments (In this area, please share with us any special circumstances or information specific to your organization that would be pertinent for us to consider)

[text box]

[Save and Exit] [Review for Submission] [Download Application]

Save for Submission — The **Save for Submission** button will allow for a final review of the application and submission. At this time, you will want to go through the application to make sure everything is accurate.
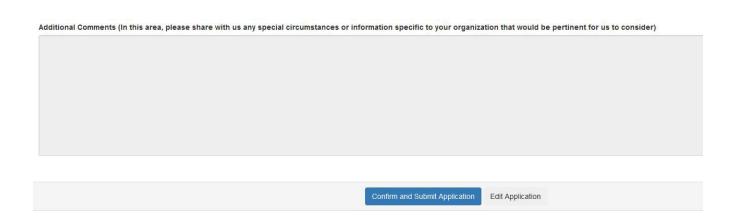

Iowa STEM Application System   Home   Profile   Help   Logo

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Important! Your application has not yet been submitted.

Please review what you have entered on your application before submitting it. After submission your application will be sent to all educators listed on the application, as well as the lead administrator, for approval. Your applications can no longer be modified after this time, unless the lead administrator rejects the application. Once the lead administrator approves, your application will be sent to the regional STEM manager for the STEM Region listed on your application. If you did not provide information for all educators listed on the application, you will be required to provide that information before your application is awarded. If an educator fails to approve the application before the application deadline, they will not be included in the award process.

Confirm Scale Up Application: Making STEM Connections

Applicant First Name *
Scott

Applicant Last Name *
Conolly

City *
New Hartford

Confirm and Submit

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Additional Comments (In this area, please share with us any special circumstances or information specific to your organization that would be pertinent for us to consider)

[Confirm and Submit Application] [Edit Application]

STEP #1	If everything is accurate, select the **Submit** button at the bottom of the screen. That is the final step of submitting your application.
STEP #2	An email is generated and sent to the applicant confirming the application has been submitted.
STEP #3	An email is generated and sent to all educators identified in the application to make them aware that the application was submitted and to receive their approval for participation.
STEP #4	And finally, an email will be sent to the administrator identified in the application for their approval.

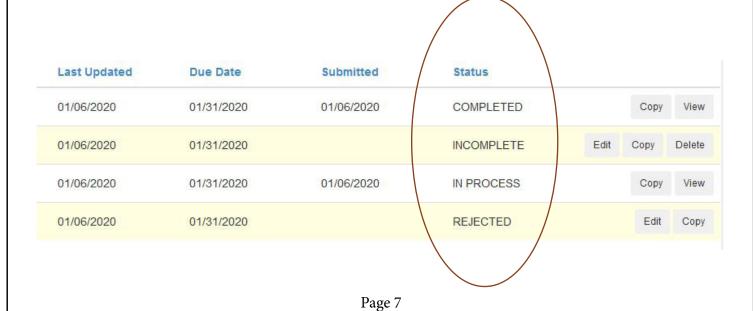|	
NOTE:	**Your application will not be considered until your administrator approves the application.**

Application Status

Once the administrator or any educator has approved the application, an email is sent to the applicant. The applicant also has the ability to log in to the system to review the status of their online application.

Once you have submitted your application, one of the following terms will be assigned to your application:

Incomplete	The application has not been finalized or submitted by applicant.
In Process	The application has been submitted but the administrator has not approved or rejected the application.
Completed	Everything has been completed and approved by the administrator.
Rejected	The application has been submitted but rejected by the administrator. You may go back in to adjust or edit your application and resubmit. Resubmitting your application will trigger a new set of approvals to the individuals listed in your application."

Last Updated	Due Date	Submitted	Status			
01/06/2020	01/31/2020	01/06/2020	COMPLETED		Copy	View
01/06/2020	01/31/2020		INCOMPLETE	Edit	Copy	Delete
01/06/2020	01/31/2020	01/06/2020	IN PROCESS		Copy	View
01/06/2020	01/31/2020		REJECTED		Edit	Copy

Edit / Copy / View / Delete

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Edit Prior to submission, the applicant may edit the application up until the application deadline.

Copy The applicant may submit another application under the same scale-up program by clicking **Copy**. Once the administrator has approved the application, the application can no longer be copied.

View You may view your application after it has been submitted and after it has been approved by the administrator.

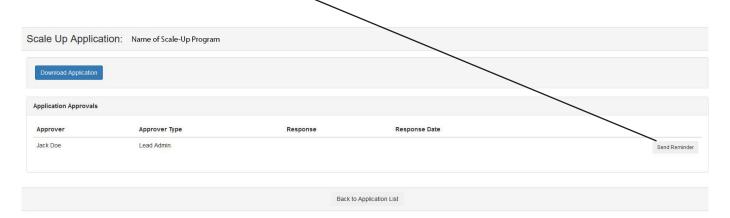**Delete** The applicant may delete the application prior to submission.

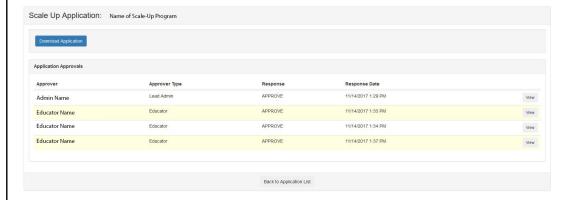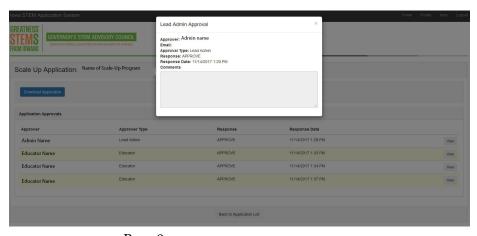| Last Updated	Due Date	Submitted	Status			
01/06/2020	01/31/2020	01/06/2020	COMPLETED		Copy	View
01/06/2020	01/31/2020		INCOMPLETE	Edit	Copy	Delete
01/06/2020	01/31/2020	01/06/2020	IN PROCESS		Copy	View
01/06/2020	01/31/2020		REJECTED		Edit	Copy

Sending Email Reminders

If an administrator or instructor has not approved the application, the applicant may send an email reminder by clicking on the **Send Reminder** button.

The screen shot to the left indicates the administrator and all of the educators have approved the application.

Click **View** and the screen shot below will appear.